Colchester Public Schools

CABE-SUGGESTED POLICY REPLACEMENT

9326

BYLAWS OF THE BOARD

MINUTES, TAPING, AND BROADCASTING

The Board of Education Recorder/Clerk shall keep the minutes, a record of all Board of Education proceedings as required by statutes which shall be a complete and permanent record of Board of Education meeting action, including resolutions and motions in full. Minutes should always reflect Board of Education action and related discussion rather than attempting to provide a verbatim account of the meeting.

The minutes of the meetings of the Board of Education shall include the following items:

1. The kind of meeting, date and place of meeting.
2. The call to order, stating time, name and title of presiding officer.
3. The names of those members in attendance.
4. A notation of presence or absence of Superintendent of Schools and other staff members.
5. A record of any corrections to the minutes of previous meetings and the actions approving them.
6. A record of all communications presented to the Board of Education.
7. A record of the hearing of all petitions of citizens.
8. A record of any reports of Board of Education members or staff members.
9. The disposition of all matters on which action was recommended.
10. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
11. All decisions concerning future meetings and agendas.
12. By request, a brief statement of a Board member may be included.

One copy of the official minutes shall be maintained in the Office of the Superintendent, and one copy in the Office of the Town Clerk. They shall be made available to interested citizens upon request.

Board of Education minutes shall be available in unapproved form, within 72 hours of a Board of Education meeting excluding Saturdays, Sundays, and legal holidays; a written record of Board of Education votes shall be available for public inspection in the Superintendent's Office within 48 hours of a Board of Education meeting excluding Saturdays, Sundays and legal holidays. (In determining the time, herein, any day on which the Board of Education Office is closed shall also be excluded.) Votes taken shall also be reflected in the minutes of each meeting and the minutes shall be available for public inspection and posted on the Board's website. (posting on

website is at the discretion of the Board)

Copies of the minutes of a meeting shall be sent to all members of the Board of Education before the meeting of which they are to be approved. Permanent minutes shall be signed by the Board of Education Secretary.

Any public meeting of the Board of Education may be photographed, broadcast, or recorded for broadcast providing there is no disruption of the Board's meeting.

The Board of Education Recorder may tape Board of Education meetings for the purpose of assisting in the transcription of written minutes. Once the minutes have been approved by the Board of Education, the tapes will be destroyed.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies

10-218 Election of officers

10-224 Duties of the secretary

~~All formal actions, motions, and each member's vote of the Board of Education shall be recorded in the minute book of the Board located in the Town Clerk's office. The minute book shall be kept on file as a permanent official record of all Board action and shall be open to public inspection at all reasonable times. The office of the Town Clerk and the Colchester Public Schools office shall each maintain a record of the minutes.~~

~~Any public meeting of the Board of Education may be photographed, broadcast, or recorded for broadcast.~~

~~Board minutes shall be available in unapproved form, within seven (7) days of a Board meeting excluding Saturdays, Sundays, and legal holidays; a written record of Board votes shall be available for public inspection in the Town Clerk's office within 48 hours of a Board meeting excluding Saturdays, Sundays, and legal holidays in accordance with the Freedom of Information Act. In determining the time herein, any day on which the Board office is closed shall also be excluded.~~

~~Copies of the minutes of a meeting shall be sent to all members of the Board before the meeting at which they are to be approved. Permanent minutes shall be signed by the Board Clerk.~~

~~Legal Reference: Connecticut General Statutes~~

~~1-15 Application for copies of public records. Certified copies. Fees.~~
~~1-19 Access to public records. Exempt records 1-21 Meetings of government agencies to be public....(re access to minutes).~~
~~1-21a Recording, broadcasting or photographing meetings.~~
~~1-21i Denial of access of public records or meetings. Notice. Appeals.~~
~~1-210 Access to public records. Exempt records.~~
~~1-225 Meetings of government agencies as amended by June 11 Special Session, PA 08-3 and PA 10-171.~~
~~10-224 Duties of the secretary.~~

~~*Robert's Rules of Order Newly Revised*~~

Bylaw adopted: November 18, 1997
Bylaw revision: July 12, 2011
Bylaw revision: July 13, 2021

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut